

Business and Organizations Can Save Energy this Winter with Help from EPA and ENERGY STAR – Building Checklist

American businesses are facing high energy prices this winter. Taking several simple steps can help businesses identify commonly overlooked areas for energy savings, save on energy bills this winter, and help establish an energy management strategy that saves money year after year. Use this checklist to get started this winter, join EPA's ENERGY STAR Building Challenge, and begin saving 10 percent or more. Detailed information for each step is provided by EPA at www.energystar.gov/bizheating

1. Establish the energy use of your building(s) and establish a goal
 - ☐ Establish ENERGY STAR benchmarks as a baseline.
 - ☐ Establish an energy savings goal and join EPA's ENERGY STAR Challenge
2. Inspect heating equipment now and perform monthly maintenance
 - ☐ Tune-up heating equipment
 - ☐ Calibrate all thermostats and controls
 - ☐ Prepare a monthly maintenance plan to check equipment throughout the season
3. Turn back, or turn off heating and cooling equipment when not needed
 - ☐ Check hours of operation and settings on equipment
 - ☐ Compare hours of equipment operation to employee schedule
 - ☐ Adjust heating equipment to accommodate worker schedule
4. Get the occupants involved
 - ☐ Hold a staff meeting or send a memo outlining energy objectives
 - ☐ Instruct employees to power-down idle equipment and turn off equipment at the end of the day
 - ☐ Encourage employees to purchase ENERGY STAR products
 - ☐ Solicit opinions of occupant/employee comfort and provide a way for them to offer the opinions regularly
 - ☐ Instruct employees not to use personal space heaters and address the reasons why they are doing so
5. Improve lighting systems
 - ☐ Compare lighting schedule with building uses to look for turn-back opportunities
 - ☐ Replace incandescent bulbs used for task lighting with compact fluorescent bulbs
 - ☐ Implement a regular lighting maintenance schedule
 - ☐ Examine the potential for lighting occupancy sensors

Continue to Save with an Energy Management Strategy

The steps in this checklist represent a good start on real energy savings this winter. We encourage you to keep the savings going with a long term strategic energy management plan. EPA provides ENERGY STAR Guidelines for Energy Management to help you build on the above steps and continue saving year after year. For more information on business improvements visit www.energystar.gov.